

3.0 Energy Policy

Cal/EPA Boards, Departments and Offices (BDOs) will minimize energy consumption while supporting a healthy, productive, and comfortable work environment.

The benefits of this policy include:

- Increase in employee awareness and behavioral changes through training, meeting discussions, video presentations, and other information sharing processes
- Minimization of energy use which in turn, reduces associated environmental impacts
- Conversion to 100% renewable energy sources
- Minimization of greenhouse gas emissions
- Increase in National Energy Security
- Increase in California-based renewable energy markets and distributed generation

Cal/EPA BDOs will participate in the Climate Action Registry at headquarters and, where possible, for additional facilities in which a significant number of Cal/EPA employees work. We will significantly reduce our greenhouse gas emissions associated with operations at our headquarters building.

Additionally, Cal/EPA BDOs will purchase energy certified to be generated from renewable resources. Renewable energy sources include biomass, geothermal, hydrogen, small hydroelectric, solar, and wind. We demonstrate our support of the goals set forth in the Statewide Renewable Portfolio Standard (RPS) by purchasing 100% renewable energy at the Cal/EPA headquarters building. We will encourage the Department of General Services (DGS) to purchase 100% renewable energy at all State-owned buildings, with special emphasis on those where a significant number of Cal/EPA employees work. We will also work with DGS to encourage building managers at non-State owned facilities where a significant number of Cal/EPA employees work to utilize cool roofs, solar energy, sun shades, and/or purchase 100% renewable energy where practical.

Areas of focus for the Cal/EPA Headquarters building include:

- Communication and management review
- Building systems

Areas of focus for the Cal/EPA Headquarters building and satellite offices include:

- Space utilization and occupancy issues
- Supplemental lighting provided by BDOs
- Electronic equipment owned by BDOs
- Employee-owned equipment
- Employee participation
- Implementation of all relevant Department of General Services Management Memos

3.1 Communications and Management Review

We will establish and maintain:

- A current energy conservation protocol which lists specific actions and responsible persons
- An energy emergency communications and response plan.

We will work with property management and on-site vendors to conserve energy.

BDO Senior Management will review program effectiveness and direct performance improvements through the procedures adopted in support of the Environmental Management System.

3.2 Building Systems

We will work with property management to:

- Ensure indoor air quality through adequate outdoor air ventilation and filtration for occupant comfort and health
- Maximize the use of on-site renewable energy sources such as fuel cells and solar panels
- Ensure headquarters has a cool roof
- Reduce decorative day and night lighting
- Establish and review lighting override request protocols
- Maximize energy-efficiency and longevity and minimize toxic substances, including mercury, of fluorescent tubes in overhead lighting
- Pre-cool with ventilation of night air
- Optimize air temperature control settings
- Optimize water temperature control settings
- Explore new technologies to reduce energy use of building systems, including overhead lighting and heating and cooling systems

3.3 Space Utilization and Occupancy Issues

We will:

- Use space efficiently considering employee comfort and job needs and reasonably anticipated staff size
- Use storage space for office supplies efficiently
- Maximize digital imaging for reduction of paper archives, as feasible

3.4 Supplemental Lighting Provided by BDOs

We will:

- Review supplemental lighting to ensure energy efficiency and remove inefficient supplemental lighting
- Provide efficient task lighting and/or compact fluorescent bulbs
- Provide motion sensor power strips and review appropriate use

3.5 Electronic Equipment Owned by BDOs

We shall minimize environmental impacts through increased energy efficiency, materials efficiency, and toxics reduction in our purchase, use, and end-of-life management of electronic equipment. Electronic equipment includes computers, monitors, servers, printers, copiers, fax machines, televisions, and related office equipment. (See EMS sub-policy 4.0, Electronic Equipment: Energy Efficiency, Materials Efficiency, and Toxics Reduction through Procurement, Use, and End-of-Life Management)

3.6 Employee Participation

Employees are directed to:

- Control heat gain and loss by adjusting window blinds to allow space heating or retain cooling
- Reduce overhead lighting by using only the overhead lighting needed. Learn about the lighting preferences of co-workers and how the switching system works
- Turn off lights when leaving a room
- Learn about and use the motion sensor feature on power strips in office space
- Turn off computer and monitor when away for more than two hours
- Disable screen savers to enable power down mode on computer monitors
- Request networking to centralized printers or multifunction machines and removal of unnecessary printers by information technology support staff

3.7 Employee-Owned Equipment

Employees are directed to:

- Remove space heaters due to fire hazard and high energy consumption
- Remove inefficient supplemental lighting and request efficient task lighting from their respective business services unit
- Reduce office decorations that use electricity such as fish tanks and water fountains

- When purchasing or replacing break room appliances, including refrigerators, ensure products are ENERGY STAR which meet strict energy efficiency guidelines set by the U.S. EPA and U.S. Department of Energy
- Reduce redundant equipment including, but not limited to, toasters, toaster ovens, microwaves, refrigerated water coolers